

# **READVERTISEMENT**

**\*See Training Assignment under Special Information and also update to transcripts under Application & Selection Process.**

**State of Montana  
Department of Public Health and Human Services  
PO Box 4210 Helena, MT 59604**

## **VACANCY ANNOUNCEMENT**

**June 13, 2007**

**5 Page Document**

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<b>TITLE:</b>	Physician Program Officer
<b>POSITION NO:</b>	01793
<b>LOCATION:</b>	Health Resources Division, Helena
<b>STATUS:</b>	Full-Time/Permanent
<b>UNION:</b>	MPEA
<b>PAY GRADE:</b>	16
<b>STARTING SALARY:</b>	\$36,693 annually is entry-level salary
<b>SUPPLEMENT:</b>	Yes

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**APPLICATION DEADLINE:** State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to [hhsea@mt.gov](mailto:hhsea@mt.gov) or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Wednesday, June 27, 2007.** For further information visit the DPHHS website: [www.dphhs.mt.gov](http://www.dphhs.mt.gov)

**SPECIAL INFORMATION:** \*If there are not a sufficient number of qualified applicants, a Training Assignment may be considered. In order to be eligible for a Training Assignment, applicants must possess all but two years of the required education/experience. If a Training Assignment is offered, the starting pay will be at a grade 15 (\$33,460) for the duration of the training assignment not to exceed two years.

**TYPICAL DUTIES:** This position is responsible for maintaining a health care service delivery system for eligible clients, to include: establishing programs that allow access to medical services that are medically necessary, cost-effective, appropriate and meet acceptable quality standards; designing and implementing systems to reimburse and account for services provided and provide accurate historical information to evaluate performance of the program; and ensuring compliance with state and federal regulations and statutes. The incumbent may be required to defend department position at rule hearings, administrative reviews and fair hearings; provide testimony on

coverage and reimbursement; convince opponents of validity of department position; and develop presentations and educate the provider community.

This position is responsible for the development and successful operation of the physician, mid-level practitioners (Nurse Practitioner, Physician Assistants, Certified Registered Nurse Midwives, Nurse Anesthetist), podiatry, laboratory and X-ray, independent diagnostic testing facilities, and family planning programs for Montana Medicaid.

**KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:**

Knowledge: Knowledge of accounting, budgeting, and management principles; social and medical service delivery and reimbursement systems; research and policy analysis principles; and medical terminology and coding.

Skills: Strong skills in organization; oral and written communication; conflict resolution; problem-solving; and analysis.

Abilities: Ability to interpret and apply laws, rules and regulations in the program; use personal computer to analyze spreadsheets, large paid claims files, and database applications; and establish and maintain effective working relationships with staff, other managers, other agency personnel, providers and provider associations, recipients and recipient organizations, legislators, federal representatives, and the public.

**EDUCATION/EXPERIENCE REQUIRED:** Bachelor's degree in Business, Health/Public Administration, or a related field **AND** one year of job-related experience managing complex projects or programs. Professional experience managing complex projects or programs can substitute for formal education on a case-by-case basis. Other equivalent combinations of education and experience will be evaluated on an individual basis.

**APPLICATION AND SELECTION PROCESS:** This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required

- documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school. **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to: HUMAN RESOURCES, PO Box 4210, Helena MT 59604; OR if unforeseen circumstances arise, transcripts may be brought to the interview; and**
  4. Supplemental questions.

**Applications will be rejected for late, incomplete or unsigned application materials.**

**COMPENSATION:** Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

**IMMIGRATION REFORM AND CONTROL ACT:** In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

**REASONABLE ACCOMMODATIONS:** Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

**SELECTIVE SERVICE COMPLIANCE CERTIFICATION:** All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

## SUPPLEMENT QUESTIONS

Department of Public Health and Human Services  
Title: Physician Program Officer  
Position: #01793  
Location: Health Resources Division, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your responses to these supplemental questions must be printed clearly or typed on standard 8.5 x 11 inch paper. Each response should be clear, concise and numbered. Since your responses will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

### QUESTIONS

NOTE: Answers to the following questions must be specific as to dates and employers. If this supplement is used as a screening tool, some answers may be rated based on months or years of experience. Reference will not be made back to your state application or resume. Please limit each answer to no more than one page.

1. Please explain how your education and experience qualify you for the position of Physician Program Officer.
2. Please describe your experience in the following activities, making sure to address each activity separately. Describe what you did, where, for how long, as well as listing any software products used.
  - a. Health care management;
  - b. Public speaking; and
  - c. Managing conflicts.